



STYLE GUIDE

Maintaining textual integrity in the Encyclopedia of American Politics

Spring 2016

Dear Ballotpedia team,

We are pleased to present the Spring 2016 edition of the Ballotpedia Style Guide. This guide should be regarded as your primary source for arbitrating decisions about style, word usage, and mechanical consistency. The 2014 edition of *The Associated Press Stylebook* will serve as a supplemental guide; we defer to its guidelines in many cases.

While we have endeavored to create a thorough style guide, this document is by no means comprehensive. We want you to regard this iteration of the guide as the authoritative outline for proper style and usage at Ballotpedia, but please keep in mind that language is a constantly evolving medium and that our style guidelines will require ongoing re-evaluation and thoughtful discussion. Therefore, we encourage you to provide feedback on the guidelines presented here for consideration in future updates to Ballotpedia's style guide.

TIPS FOR USING THIS GUIDE

- **Consult the Ballotpedia Style Guide first.** If an entry is not listed here but is covered in the Associated Press (AP) style guide, then follow AP's guidelines.
- **Start at the index.** Page numbers for each entry in the BP style guide can be located quickly by searching the alphabetical listing by topic. The page numbers for commonly cited AP entries have been included here as well.
- **Utilize the digital version.** A PDF version of the style guide is also available, which allows users to find entries quickly using the search function.

We hope you find this guide useful and informative. If you have questions about anything listed (or not listed) in this guide, the copy editing team is happy to help you find an answer.

Sincerely,

The Copy Editing Team

A

abbreviations, acronyms, and initialisms:

An abbreviation is any shortened word or phrase. Acronyms and initialisms are specific types of abbreviations. Both acronyms and initialisms are formed by taking the first letter of each word in a name or phrase, but acronyms are pronounced by sounding out the letters (as if the first letters formed their own word), while initialisms are pronounced by naming each letter individually. For example, *FEMA* would be an acronym, while *FBI* would be an initialism. Both are abbreviations.

If a particular name or phrase (e.g., an organization, a standardized test, or a law) is commonly abbreviated, we may want to refer to it by its abbreviation in order to avoid writing it out multiple times. These names or phrases should normally be written out in full on first reference, followed by the abbreviation in parentheses. Subsequent references may use the abbreviated form.

Examples: Republican National Committee (RNC); Center for Medical Progress (CMP)

If an abbreviation is widely recognized (i.e., listed in a standard dictionary),

the full name may not need to be written out on first reference.

Examples: the FBI; the U.S.;
NASA

see also: bills and resolutions (page 3); months (page 21); state names, abbreviations for (page 33)

academic degrees: When writing out the names of degrees, use the following forms:

- an associate degree (not *associate's*)
- a bachelor's degree
- a doctorate
- a master's degree
- a Bachelor of Arts
- a Master of Science
- a Juris Doctor or Doctor of Jurisprudence (not *juris doctorate*)

Use periods with all abbreviated degrees:

- a B.A. or a B.S.
- an M.A. or an M.S. *Note that the word an is used because a reader would normally read "M.S." as "em es" rather than "Master of Science."*
- an M.B.A.
- a Ph.D.
- a J.D.
- an M.D.

Do not capitalize academic departments or fields of study unless the field itself is a proper noun:

- a bachelor's degree in journalism
- an M.A. in political science
- a Ph.D. in English

Always italicize—but never capitalize—academic honors:

- *magna cum laude*
- *summa cum laude*

accent marks: Use accent marks in names that normally use them. On a Mac, these characters may be formed by using the shortcuts listed below. Windows users can find shortcuts at the following website, but they may find it easier to simply copy and paste the characters from another source:

www.drlemon.com/accents.html

Mac Shortcuts	
Acute	Á, á, É, é, Í, í, Ó, ó, Ú, ú
	Option + E, [character]
Circumflex	Â, â, Ê, ê, Î, î, Ô, ô, Û, û
	Option + I, [character]
Grave	À, à, È, è, Ì, ì, Ò, ò, Ù, ù
	Option + ', [character]
Tilde	Ã, ã, Ñ, ñ, Õ, õ
	Option + N, [character]
Diaeresis/ Umlaut	Ä, ä, Ê, ë, Ï, ï, Ö, ö, Ü, ü
	Option + U, [character]
Example: To form the character ü, hold	

down the Option key and the U key. An umlaut symbol (¨) should appear. Release both keys and type a lowercase *u*. The vowel and the umlaut will merge to create *ü*.

advisor, adviser: Though both *advisor* and *adviser* are widely accepted spellings, Ballotpedia prefers *advisor*. For official titles, follow the preferred spelling of the word as written on official websites or documentation.

African American: When used as an indicator of race, the preferred term is *black* unless the individual self-identifies as an American person of African descent. *Note: These terms are not interchangeable, as not all African Americans are black nor are all black Americans necessarily of African descent.*

The term *African American* should appear without a hyphen whether it is used as a noun or as an adjective.

amid: Use *amid*, not *amidst*.

article, section, and clause numbers: When citing a particular part of the U.S. Constitution or any law, separate the article, section, and clause numbers with commas. A

comma should not be included after the last number given.

With the U.S. Constitution, article numbers should be written in Roman numerals, while section and clause numbers should be written in Arabic numerals.

Example: Article I, Section 8 of the U.S. Constitution lists the powers of Congress.

Asian, Asian American: When referring to people of Asian descent, the preferred term is *Asian* or *Asians* if the specific country of origin is not known.

The term *Asian American* is applied to individuals of Asian birth or descent who live in the U.S., though it is preferable to give the person's specific country of origin when known (for example, *Filipino American* or *Indian American*).

The term *Asian American* (and any of its substitutes, such as *Chinese American*) should appear without a hyphen whether it is used as a noun or as an adjective.

at large, at-large: Hyphenate *at-large* when used as an adjective. Do not hyphenate *at large* when it is used

as an adverb or as a part of a person's title.

Example: There are three at-large positions on the school board.

Example: Three school board members are elected at large.

Example: There are three members at large.

see also: by district, by-district (page 5)

B

Ballotpedia: Do not italicize the name Ballotpedia.

Example: Ballotpedia surveyed 134 strategists, pollsters, activists, and lobbyists.

bills and resolutions: The abbreviated forms of bills and resolutions should not use periods and should contain a space between the abbreviation (SB, HB, SR, etc.) and the number.

Incorrect: H.B.714

Correct: HB 714

birthdays, placement of: Include a candidate's or official's birthday (if available) both in the biography

section and in the infobox. Do not include it in the introductory sentence.

board member: The phrase *board member* should not be treated as a formal title, so it should not be capitalized in any case. This guideline also applies to the phrase *school board member*.

bolding: Always bold the page title the first time it is mentioned in the introduction. Otherwise, be judicious with the use of boldface type, as it can only add emphasis if used sparingly. However, do consider using boldface type for the following types of text:

- numbers/statistics
- dates in timelines
- important names
- key facts

brackets: Writers may use brackets—rather than parentheses—to add clarifications to quotes. Under most circumstances brackets should only be used to add text; do not use brackets to replace words in the quoted text.

see also: altering quotes

bulleted lists: Bulleted lists may take multiple forms as long as they

satisfy two criteria: (1) consistency and (2) parallelism.

Consistency applies to two main aspects of the list: capitalization and punctuation. List items may start with either capital letters or lowercase letters, but this capitalization must be consistent within a list (with the exception of proper nouns in a list of items that are otherwise lowercase). Some lists will not contain any punctuation after individual list items, while others will use commas, semicolons, or even periods. In all cases, use the same type of punctuation mark after each list item. When using commas or semicolons, the entire list should be thought of as a complete sentence; it should have a conjunction after the second-to-last list item, and it should end with a period after the last list item.

For parallelism, make sure that each list item fits with the phrase/clause that introduces the list. Second, make sure that each list item uses a similar grammatical structure. This means that if the first list item is a noun, all of the following list items should be nouns. If the first list item begins with a third-person singular verb, the other list items should also begin with third-person singular verbs. *Note: A comment to an individual list item*

may be inserted under that bullet point and indented further than the others; such comments need not follow the same grammatical structure.

Example: Three states signed the lawsuit:

- Alabama
- Mississippi
- Louisiana

Example: He went to the store and bought the following items:

- bread,
- milk, and
- butter.

Example: Follow the steps below to sign up for an account:

- Go to the website's home page.
- Click on the "Join now" link at the top of the page.
- Enter the requested information and follow the on-screen instructions.

by district, by-district:

Hyphenate *by-district* when used as an adjective. Do not hyphenate *by district* when it is used as an adverb or as a part of a person's title.

Example: The council holds by-district elections.

Example: City council members are elected by district.

see also: at large, at-large (page 3)

C

cancel, canceled, canceling, cancellation: Spell in accordance with the listing in this entry.

capitalization: This entry lists a few of the most general capitalization guidelines for Ballotpedia. More specific topics are listed separately throughout the style guide.

DISTRICTS

Capitalize all district names.

Examples: Ohio's 3rd Congressional District; Houston Independent School District; Colorado's 18th Judicial District

GOVERNING BODIES

Capitalize the proper names of all governing bodies.

Examples: the United States Senate; the Texas House of Representatives; United States Congress; the Michigan Supreme Court

Never capitalize adjectives pertaining to governing bodies unless they are part of a proper noun, such as a publication or district name.

Examples: congressional

candidates; presidential elections;
a gubernatorial bid

attorney general; elections for U.S.
representative

SHARED NOUNS

Do not capitalize nouns that are shared by multiple modifiers, even if each individual pair would be capitalized.

Examples: the Democratic and Republican parties; Williamson and Tarrant counties; the 1st and 2nd districts

Note: This guideline does not apply to titles directly preceding an official's name.

Examples: Justices Kennedy and Ginsburg; Senators Rubio and Cruz

TITLES

Capitalize the names of official titles when they directly precede the official's name.

Examples: U.S. Secretary of State John Kerry; Senate Majority Leader Mitch McConnell; California Attorney General Kamala D. Harris

Do *not* capitalize the names of official titles when they appear alone or when they are separated from the official's name by a comma.

Examples: the U.S. secretary of state; Mitch McConnell, the senate majority leader; California's

see also: political titles (page 26); governmental bodies (AP page 110)

capitalization, page titles, and headings: All page titles, section headings, graph titles, and table titles should capitalize only (1) the first word and (2) proper nouns. Assume formal office titles are proper nouns when used alone; otherwise, they should be treated as common nouns. Capitalize the first letter after a colon.

Example: Local ballot measures; The Trans-Pacific Partnership trade deal: An overview; Ohio Secretary of State; Ohio secretary of state election, 2016

capitalization, titles/offices in introductory sentences: Follow normal capitalization rules for the name of a title or office in an introductory sentence (i.e., capitalize if it appears directly before the officeholder's name, but lowercase it if it is used as a common noun).

Example: The governor of South Carolina is an elected constitutional officer...

Example: An elected constitutional officer, Governor Nikki Haley of South Carolina...

capitol: The word *capitol* should always be capitalized in reference to the U.S. Capitol (i.e., the building in Washington, D.C.), even when it appears alone, as in “the Capitol.” Lowercase the word *capitol* when referring to a state’s capitol building unless it appears as part of a proper name.

Examples: the U.S. Capitol; the Capitol (referring to the U.S. Capitol); the Michigan State Capitol; the state capitol

chairman, chairwoman, chair:

Use *chairman* or *chairwoman* when the gender of the individual is known. Use the term *chair* if the gender is unknown or if making a generic reference to the office. All three terms should be capitalized as formal titles when they directly precede a chair’s name.

chronological elements, order

of: List most timelines and events in reverse chronological order, with the most current stories at the top of the section, unless there is a compelling reason to do otherwise.

city council: Do not capitalize *city council* unless it is being used with the

municipality’s name as the body’s official title.

Examples: the Oakland City Council; the city council of Oakland; members of Oakland’s city council

climate change: See the *global warming*, *climate change* entry on page 13.

comma: In general, follow the guidelines on AP page 289. However, use the Oxford or serial comma in all cases.

Incorrect: The group discusses topics such as abortion, immigration and healthcare.

Correct: The group discusses topics such as abortion, immigration, and healthcare.

comprised of, composed of:

Though the phrases *comprised of* and *composed of* are used interchangeably in casual speech, the word *comprise* actually means the opposite of *compose*. The verb *to comprise* means “to contain,” so it is normally used in the following way: [larger entity] comprises [smaller parts of entity]. As an alternative, you can also use the phrases *composed of* or *made up of*.

Incorrect:

The U.S. is comprised of 50 states.

Correct:

The U.S. is composed of 50 states.

The U.S. is made up of 50 states.

The U.S. comprises 50 states.

congressman, congresswoman:

Congressman and *congresswoman* may be used interchangeably with *representative*, whether appearing as a formal title before a name or as a common noun. These terms may only be used to refer to members of the U.S. House of Representatives; for members of the U.S. Senate, use the word *senator*. Capitalize these words when they appear as a title before a name.

see also: representative (AP page 225); political titles (page 26)

coordinating conjunction, beginning a sentence with:

Coordinating conjunctions (*for*, *and*, *nor*, *but*, *or*, *yet*, and *so*) are generally used to connect two words, phrases, or clauses within a sentence. Ballotpedia does not consider it an error to start a sentence with a coordinating conjunction. That being said, this should not be overused because it does give a more informal tone of voice.

When beginning a sentence with a coordinating conjunction, never use a comma after the conjunction unless you are setting off a nonessential clause or phrase.

Example: Joe Sestak claimed that he did. But we find that Sestak's statement mischaracterizes what Toomey said.

Example: They have pooled over a quarter million dollars into this year's school board races. And those with the biggest contributions were candidates on board with charter schools.

councilman, councilwoman, council member: Use *councilman* or *councilwoman* when the gender of the individual is known. Use the term *council member* if the gender is unknown or if making a generic reference to the office.

Capitalize *councilman* and *councilwoman* when they appear as formal titles directly before a person's name. Also capitalize the word *city* if it precedes one of these titles. Treat *council member* as an occupational description rather than as a formal title; do not capitalize it in any case.

Examples: City Councilman John Connolly; Councilman John Connolly; city council member

John Connolly; the city council member; the city councilman

court names: Capitalize the full proper names of all state and federal courts, retaining capitalization when the state name is dropped. *Note:* *When referring to state supreme courts, lowercase when the state name is dropped.* Do not capitalize if the name is shortened in a way that excludes the state name and the relevant district number/region.

Examples: the Virginia Circuit Courts; the Norfolk Circuit Court; the circuit courts; the court

Examples: the Oregon 20th Judicial District Court; the 20th Judicial District Court; the district courts; the court

If the wording of a court name is subtly rearranged, retain capitalization.

Examples: the Minnesota Court of Appeals; the Minnesota Appeals Court

credentials: Do not use any internal periods with occupational or professional credentials (e.g., CPA, RN, etc.).

D

dangling prepositions: Every preposition has an object (though sometimes it may be only implied). A book can't simply be in; it must be in something. In the sentence, "The book is in the bag," *the bag* is the object of the preposition *in*.

A dangling preposition is a preposition that has been separated from its object. In these cases, the preposition will appear at the end of the sentence or clause rather than in its normal place next to the object. Examples include "What are you talking about?" and "I want to find a store I can walk to."

Ballotpedia does not consider dangling prepositions to be errors. If the sentence can easily be rephrased to place the preposition next to its object, it is preferable to do so. In other cases, though, a dangling preposition may be the best option.

Example: He had taken more tax breaks than his real estate portfolio entitled him to.

Example: On his campaign website, Saindon lists four issues he is concerned about.

Example: Voters had to vote for the same party whose primary they voted in.

dash (—): In general, follow the guidelines listed under *dash* on page 291 of the AP style guide. However, do not include spaces around an em dash.

see also: em dash (—) (page 12)

dates, basic format: When writing out a full date, use the form [month] [day], [year]. Never use ordinal numbers (1st, 2nd, etc.) with dates. Whenever possible, avoid using full dates as adjectives. If avoiding this phrasing is not possible, remember to include a comma following the year.

Incorrect: The election was held on November 4th, 2014.

Correct: The election was held on November 4, 2014.

Incorrect: He won the November 4, 2014 election.

Acceptable: He won the November 4, 2014, election.

Preferred: He won the election on November 4, 2014.

dates, formatting date ranges:

When writing a range of dates, a hyphen may be used instead of the word *to*. Hyphens should not be used

in phrases such as “from ___ to ___” and “between ___ and ___.”

When only years are given, do not include a space before or after the hyphen.

When full dates are given, include a space on both sides of the hyphen. If the date range is ongoing, capitalize the word *Present* and use spaces around the hyphen.

Examples:

- the 2015-2016 school year
- January 3, 1997 - January 3, 2013
- January 3, 2013 - Present

In general, use full years when giving a range of years. In some cases, it might be preferable to use only the last two digits of the latter year. In either case, be consistent throughout the page.

Incorrect: 2012-2013 and 2014-15

Acceptable: 2012-13 and 2014-15

Preferred: 2012-2013 and 2014-2015

decimals, rounding: Decimals should always be rounded to the same place in tables, charts, and graphs. These numbers should not be written out past two decimal places (the hundredths place) unless there is a compelling reason to do so.

In the text of an article, decimals should generally be rounded to one decimal place (the tenths place) unless greater precision is needed. When reporting decimals under one, the number may be rounded to two decimal places (or more, if necessary). For example, *24.86 percent* should be rounded to *24.9 percent*, but *0.352 tons* should be rounded to *0.35 tons*.

When making comparisons about a related set of data, always bring the numbers out to the same decimal place, even if the data set includes some whole numbers.

Example: The candidates received 41.5 percent, 40.0 percent, and 18.5 percent of the vote total, respectively.

disabled, handicapped: Follow AP guidelines in all cases (page 77).

For more specific questions related to this topic (e.g., use of the term *amputation* or *amputee*), conform to the National Center on Disability and Journalism (NCDJ) style guide: <http://ncdj.org/style-guide/>

disclaimers and explanatory notes: Disclaimers and explanatory notes may appear in the Footnotes section of an article (alongside

citations). They may also appear directly under the relevant text or table. In all cases, these notes should be italicized but not bolded.

Example: *This text is quoted verbatim from the original source. Any inconsistencies are attributed to the original source.*

Example: *This number was found by dividing each member's total net worth growth percentage by the number of years included in the calculation.*

District of Columbia: On first reference, use *Washington, D.C.* On second reference, *D.C.* is acceptable. Use *District of Columbia* only when the full name seems necessary for context.

E

Election Day, election night:

Reserve capitalization of *Election Day* only for the November general election (the first Tuesday after the first Monday in November). All other elections may be referred to as *election day* (lowercase).

The phrase *election night* should be lowercased in all cases.

em dash (—): In general, follow the guidelines listed under *dash* on page 291 of the AP style guide. However, do not include spaces around an em dash.

How to create an em dash	
on a Mac	option + shift + -
on a PC	Numlock + Alt + 0151
in HTML	—
Note: Copying and pasting the symbol may be easier on a Windows computer.	

ex officio: The word *ex officio* should not be italicized, hyphenated or placed in quotation marks.

Example: He is an ex officio member of the committee.

exclamation point (!): Follow the guidelines for using exclamation points that are listed on page 292 of the AP style guide.

Exclamation points should never be combined with a comma or a period (whether in text or in references).

Example: Supporters all carried signs reading “Jeb!” which they were handing out at the front door.

external links, format of:

Format the external links section as a bulleted list, keeping the link names succinct but intelligible. External links

should not be formatted like references. Italicize only elements that would be italicized in the text of an article.

Edit view: * [<https://johnkasich.com/> John Kasich 2016 campaign website]

Result: [John Kasich 2016 campaign website](#)

Edit view: * [<https://www.opensecrets.org/politicians/summary.php?cid=N00009738> Culberson on OpenSecrets]

Result: [Culberson on OpenSecrets](#)

If the list is lengthy, consider grouping pages by category. *Note: The template {{CongLinks}} is a good example of how to set this up.*

external links, in text: Most external links should be added to the bottom of the page in the External links section. In some cases, however, it may be appropriate to link to an external website in the text of an article. External links are especially useful when referencing a legal document; the full text can be linked to the document’s name or description.

If the word or phrase to which you want to attach the link may someday become a Ballotpedia page, it is best not to include an external link and to instead make it a red link.

see also: red links (page 30)

F

foreign words: Do not italicize foreign words that have been largely adopted by the English language, but do italicize words in other languages that are not familiar to a majority of English speakers. One way to make this determination is to see if the word is in the English dictionary.

Example: He hosted a party with drinks and *hors d'oeuvres*.

Example: She served as the committee's *de facto* president.

Example: His melancholic attitude was caused by strong sense of *Weltschmerz*.

Latin species names are considered unfamiliar foreign words and should be italicized.

Example: Gray wolves (*canis lupus*) live in packs and hunt as a group.

front-runner: Always include a hyphen in the term *front-runner*.

G

gay: AP: “Used to describe men and women attracted to the same sex, though *lesbian* is the more common term for women. Preferred over *homosexual* except in clinical contexts or references to sexual activity. Include references to sexual orientation only when it is pertinent to a story, and avoid references to ‘sexual preference’ or to a gay or ‘alternative lifestyle.’”

Use only as an adjective, never as a noun.

see also: heterosexual, homosexual, straight (page 15); lesbian (page 19); LGBT/LGBTQ (page 20); queer (page 28); same-sex marriage (page 31); sexuality and gender identity (page 31); transgender, transsexual (page 37)

global warming, climate

change: The terms *global warming* and *climate change* are not interchangeable. *Global warming* refers to the long-term trend of a rising average global temperature. *Climate change* refers to the changes in the Earth’s climate (e.g., changes in precipitation patterns and extreme weather) that occur as a result of the rising average global temperature.

grassroots: *Grassroots* should be written as one word.

Example: His campaign was a grassroots effort.

groundwater: Use one word for *groundwater*.

Examples: the extraction of groundwater; the quality of groundwater

gubernatorial: Spell in accordance with the listing in this entry.

H

Hawaii: Do not use an apostrophe when writing *Hawaii* unless it is a part of a proper name (e.g., the name of an organization or publication).

Incorrect: Honolulu is the capital of Hawai'i.

Correct: Honolulu is the capital of Hawaii.

Correct: She is a graduate of Hawai'i Pacific University.

headers: On a wiki-based site, headers can be as big as Level 1 (=Header=) and as small as Level 6 (=====Header=====).

On Ballotpedia, normal headers should stay between Level 2 and Level 5. Level 1 is the same size as the page title, and Level 6 is smaller than the normal page text, so these levels should be avoided under most circumstances.

Note: Level 1 headers can be used to create tabs.

healthcare: Use one word for *healthcare*.

Examples: the healthcare bill; his policy on healthcare

he, she; his, her: English does not have a gender-neutral, singular, third-person pronoun. While informal English often uses *they* or *their* to fill this void, Ballotpedia will consider this an error; the words *they* and *their* should be used only as plural pronouns. When this need arises, the best option is to rephrase the sentence. For instance, you may choose to make the subject plural, allowing you to use a plural pronoun. When this is not possible, use *he or she* or *his or her*.

Incorrect: A candidate may drop out if they do not receive enough support.

Acceptable: A candidate may drop out if he or she does not receive enough support.

Preferred: Candidates may drop out if they do not receive enough support.

see also: they, their (page 37)

heterosexual, homosexual, straight: In general, *heterosexual* is preferred over *straight* to describe people who are attracted to the opposite sex.

The term *homosexual* should be avoided. It is a clinical term used to describe those who are attracted to the same sex, and it is considered outdated and/or offensive to many gay and lesbian people. Appropriate substitutes may include *gay*, *lesbian*, or *same-sex*, depending on the context.

see also: gay (page 13); lesbian (page 19); LGBT/LGBTQ (page 20); queer (page 28); same-sex marriage (page 31); sexuality and gender identity (page 31); transgender, transsexual (page 37)

Hispanic, Latino/Latina: The words *Hispanic* and *Latino/Latina* should not be used interchangeably, though both may be used to describe the same person in many cases.

Latino/Latina: Refers to someone from Latin America (Mexico, Central America, or South America)

Hispanic: Refers to someone from any Spanish-speaking country

A person from Brazil would be Latino/Latina but not Hispanic. A person from Spain would be Hispanic but not Latino/Latina. A person from Cuba would be both Hispanic and Latino/Latina.

In cases where either word would be appropriate, follow the person's preference if known. Otherwise, Latino/Latina is preferred. When possible, be more specific (for example, Mexican American, Cuban, or Puerto Rican).

however: Writers are permitted to start sentences with the conjunctive adverb *however*, but this construction should not be overused.

hyphen: In general, follow AP's guidelines for hyphen usage on pages 292–293. Use a hyphen when pairing an ordinal number with a superlative (e.g., “second-largest”).

see also: dash (page 10)

I

infobox: In nearly all cases, any information provided in the infobox should also be included within the text of the article so that it can be properly sourced. Avoid using citations within the infobox itself.

infobox, formatting of: For information inside an infobox, follow these formatting guidelines:

- The name listed in the infobox must match the page title (for the sake of DPLs).
- Consider all formal titles to be proper nouns, and therefore capitalize them.
- Consider all professions common nouns and capitalize only the first word (e.g., Business owner).
- Spell out dates; do not use simply numbers and slashes.

Incorrect: 01/01/16 - 12/31/16

Correct: January 1, 2016 -
December 31, 2016

see also: dates, formatting date ranges (page 10)

internal links: An internal link is a link in the text of a Ballotpedia article that links to another Ballotpedia page. These links are created by placing two

sets of square brackets around the page title, like this: [[Page title]]

In some cases, we may need to alter the linked text to make it fit with the surrounding text. To do this, we can use a pipe (|) after the page title, followed by the desired text. These changes may be necessary to change wording or capitalization.

Example: Brad Winter is the [[New Mexico Secretary of State|secretary of state]] of New Mexico.

Example: Cory Booker is a [[United States Senate|U.S. senator]].

WHEN TO USE

Internal links should be used with the first reference of that page name (or of a closely related concept) in any article. The internal link should generally be added again if the term is repeated on the page under a different Level 2 heading. Additional internal links may be used if they would add to the user experience, but they are not required.

USE OF REDIRECTS

It is acceptable to link to a redirect page; for example, you may use [[Republican]] rather than typing [[Republican|Republican Party]] when linking to the Ballotpedia page called

“Republican Party.” Writers are encouraged to create redirect pages for lowercase versions of office titles. This enables you, for example, to type [[Wisconsin secretary of state]] and have it redirect the reader to our page called “Wisconsin Secretary of State.”

WITH TITLES, POSSESSIVES

You do not need to alter the text of an internal link to include a person’s full title or to include ’s for a possessive name. It is not considered an error to do so, but it is more efficient to eliminate this extra step.

Incorrect: [[Rand Paul|Sen. Rand Paul]] suspended his presidential campaign.

Correct: Sen. [[Rand Paul]] suspended his presidential campaign.

Incorrect: [[Bobby Jindal|Bobby Jindal’s]] term ended in January 2016.

Correct: [[Bobby Jindal]]’s term ended in January 2016.

italics: The following guidelines outline when and how to use italics in the text of an article:

COMPANIES, ORGANIZATIONS, AND LAW FIRMS

The names of companies and

organizations should be written in plain text, without italics.

Example: Members of the Sierra Club released a statement condemning BP after the oil spill.

Because law firms are simply companies, their names should be formatted in plain text like those of any other company. Try changing the phrasing of the sentence if the name of the law firm looks too confusing.

Example: He spent five years as an attorney working for the law firm of Pietragallo, Bosick & Gordon.

COURT CASES

The names of court cases should always be italicized.

Example: The U.S. Supreme Court legalized same-sex marriage in *Obergefell v. Hodges*.

FOR EMPHASIS

Try to avoid using italics for emphasis in Ballotpedia articles. Draw attention to important text through phrasing rather than formatting.

Incorrect: In the speech, he said that pro-life causes were *really* important to him.

Correct: The speech highlighted his efforts to ban abortion in the U.S., discussing his support for a “Life at Conception Act.”

FOREIGN WORDS

Do not italicize foreign words that have been largely adopted by the English language, but do italicize words in other languages that are not familiar to a majority of English speakers. One way to make this determination is to see if the word is in the English dictionary.

Example: He hosted a party with drinks and *hors d'oeuvres*.

Example: She served as the committee's *de facto* president.

Example: His melancholic attitude was caused by strong sense of *Weltschmerz*.

Latin species names are considered unfamiliar foreign words and should be italicized.

Example: Gray wolves (*canis lupus*) live in packs and hunt as a group.

MISC. RULES

Italicize the names of specific ships, trains, airplanes, and spacecraft.

Italicize titles of visual artwork, such as paintings and sculptures.

Do not italicize the names of products, games, or computer/phone applications.

TITLES

Italicize the names of long artistic works and works that can be broken down into parts. These works include the following:

- Books
- Newspapers
- Magazines
- Academic journals
- Movies
- Television series
- Plays, operas, and musicals
- Music albums
- Long poems
- Blogs
- Websites containing individual articles

Put quotation marks around the names of the smaller sections that make up items in the list above. These smaller sections include the following:

- Chapters of a book
- Articles in a newspaper, magazine, or academic journal
- Titles of episodes in a television series
- Acts of a play
- Songs in an album
- Articles from a blog or website

Note that television and radio stations (including call signs) should not be italicized. These are treated as companies rather than as artistic works. If we need to cite the website of

a television or radio station, the website title may be written in italics, but in these cases, the website domain should be added for clarity.

Example: Fox News reported that McCarthy would not run for speaker.

Example: The article on Boehner’s resignation can be found on *CNN.com*.

WORDS AS WORDS

When referring to a word as a word rather than as the object it represents, italicize the word rather than putting it in quotation marks.

Example: The word *amnesty* has a positive connotation for some and a negative connotation for others.

This rule also applies when referring to letters as letters.

Example: The letter *i* appears four times in the word *Mississippi*.

L

Latino, Latina: Refers to someone from Latin America (Mexico, Central America, or South America)

see also: Hispanic, Latino/Latina (page 15)

legislatively referred: Do not hyphenate the modifier *legislatively referred*.

Example: It is a legislatively referred constitutional amendment.

legislature: Capitalize the word *legislature* when it follows a state name. Do not capitalize it when it stands alone or when the word *state* is used in place of the state’s name.

Examples: the Washington Legislature; the Wyoming State Legislature; the state legislature; the legislature

lesbian: Acceptable as both an adjective and a noun to describe women who are attracted to the same sex. Note that the term *lesbian woman* is redundant.

Include references to sexual orientation only when it is pertinent to a story, and avoid references to “sexual preference” or to a gay or “alternative lifestyle.”

see also: gay (page 13); heterosexual, homosexual, straight (page 15); LGBT/LGBTQ (page 20); queer (page 28); same-sex marriage (page 31);

sexuality and gender identity (page 31); transgender, transsexual (page 37)

LGBT, LGBTQ: Abbreviation for *lesbian, gay, bisexual*, and *transgender*. When *Q* is added to the end of the acronym, it typically stands for *queer* and/or *questioning*. The abbreviations *LGBT* and *LGBTQ* are acceptable on first reference and do not need to be spelled out.

see also: gay (page 13); heterosexual, homosexual, straight (page 15); lesbian (page 19); queer (page 28); same-sex marriage (page 31); sexuality and gender identity (page 31); transgender, transsexual (page 37)

literary present tense: When writing about a specific text, always use the present tense to describe the events that occur within the text. *Note: This caveat sometimes necessitates shifting verb tenses within a sentence, which is ok in this context.*

M

main article, see also: In the text of an article, we may want to direct readers to another page on Ballotpedia

without using an in-text internal link. Often, we do this through a “See also” or “Main article” link at the top of a section. Use the *See also* designation to direct readers to related topics. Reserve the *Main article* designation for directing readers to a more comprehensive page about the same topic. *Note: This See also link is separate from the See also section at the bottom of the page.*

Such links should be italicized, and they should be indented by placing the code `::` before the text.

Editing Template:ND HI



:: "See also: [[North Dakota House of Repres
{{ND House 2014}} Incumbent [[Chet Pollert
were unopposed in the Democratic primary.
eid=120 "North Dakota Secretary of State,"

Template:ND HD29 201

See also: North Dakota House c

Elections for the office of North Dak
election was held on November 4, 20
Chet Pollert and incumbent Craig He

media: The word *media* may be treated as singular or plural. When

referring to multiple sources of mass communication, use *media* as a count noun and treat it as plural (the plural form of *medium*). On the other hand, when referring to mass communication as one collective unit, use *media* as a mass noun and treat it as singular.

Example: The media have largely ignored the issue.

Example: The media is often considered biased.

mental illness: Follow AP guidelines in all cases (pages 157–158).

For more specific questions related to this topic (e.g., use of the term *addict* or *addiction*), conform to the National Center on Disability and Journalism (NCDJ) style guide:
<http://ncdj.org/style-guide/>

middle class, middle-class: Use *middle class* (no hyphen) as a noun and *middle-class* (with a hyphen) as an adjective.

middle initials: Avoid using middle initials unless the person specifically requests or prefers it. This preference can be inferred if a candidate uses the initial in his or her campaign materials.

If the middle initial is used, ensure that it appears in the page title, first reference, and infobox.

see also: naming conventions, profile pages (page 22)

months: Do not abbreviate months in the text of an article. In tables, charts, and graphs, months may be abbreviated in the following manner:

January	Jan.
February	Feb.
March	Mar.
April	Apr.
May	May
June	June
July	July
August	Aug.
September	Sept.
October	Oct.
November	Nov.
December	Dec.

myriad: Meaning “a great number” or “innumerable,” *myriad* may be used as a noun or as an adjective. The adjective form (without the word *of*) is more widely accepted. However, the phrase *a myriad of* is acceptable.

Examples: funding for myriad immigration programs; a myriad of state and federal laws

N

names (of individuals): Use a person’s full name on the first mention. On subsequent mentions—including those in later sections of an article—use only the last name unless the first name is necessary for clarity. When text is being transcluded onto another page, be sure that no stray last names appear without clear context.

naming conventions, profile pages: The basic format for profile page names is FIRSTNAME LASTNAME. Under most circumstances, profile pages should not include nicknames or middle initials.

In all cases, the profile page name should match the name in the page’s infobox.

When a person is primarily known by a nickname (as seen on campaign materials, etc.), that nickname may be used instead of the person’s birth name in a profile page name. In these cases, a redirect page should be created from the person’s birth name to the main profile.

Example: Piyush Jindal is known primarily by his nickname, Bobby.

The main profile page would be listed under “Bobby Jindal” with a redirect from “Piyush Jindal.” The infobox would also read “Bobby Jindal,” but the introductory sentence would begin as follows: Piyush “Bobby” Jindal.

When a person is primarily known by a name including a middle initial, the middle initial may be included in the profile page’s title.

Example: George W. Bush and George H.W. Bush are primarily referred to using their middle initials, so the page titles for both individuals may use their middle initials.

If there are two people with the same first and last name, the page titles should be differentiated by adding the state name for each candidate or official in parentheses after his or her name. For example, you might have pages called “John Smith (North Carolina)” and “John Smith (Tennessee).”

If there are two people with the same name from the same state, the office or candidacy should be used in addition to the state. For example, you might have pages called “John Smith (Louisiana school board member)” and “John Smith (Louisiana state

senator).” If there are two people with the same name and the same position, use a middle initial to differentiate the two pages.

In any case where two people share the same first and last name, a disambiguation page titled `FIRSTNAME LASTNAME` should be created. This page will link to the individual pages.

see also: nicknames, individuals (page 23); middle initials (page 21)

nationwide: Spell in accordance with the listing in this entry.

nicknames, individuals:

Nicknames can be included in quotes on first reference, but they should generally not appear in page titles or in the infobox. When middle initials are used, the nickname should appear after the initial.

Example: Barbara “Bobbi”
Petrungaro

If a person is known *primarily* by his or her nickname—as demonstrated by their campaign materials, references to him or her in media, etc.—a writer may substitute the nickname for the first name in the page title and infobox. Continue to place the person’s legal

name (with nickname in quotes) in the introductory sentence. Additionally, a redirect page should be created using the legal name.

Example: Hyland “Buddy” Fowler Jr. (The page title is “Buddy Fowler,” which redirects from “Hyland Fowler Jr.”)

see also: middle initials (page 21)

none: The word *none* may be singular or plural depending on context. It is treated as singular when it means “not one” or when it refers to a mass noun (something that is uncountable). It is treated as plural when it means “not any.” In some cases, either form may be used because “not one” and “not any” both work in context.

The easiest rule of thumb for using *none* is to use a plural verb whenever the noun following “none of” is plural and a singular verb whenever the noun is singular.

Example: None of the members have opposed the bill.

Note: This sentence may also be written with a singular verb if the goal is to stress “not one,” but the plural form is more common.

Example: None of the water is safe to drink.

nonpartisan: Write *nonpartisan* as one word without a hyphen.

Examples: a nonpartisan election; the nonpartisan organization

nonprofit: Write *nonprofit* as one word without a hyphen.

Example: a 501(c)3 nonprofit organization

numeric ranges: Follow AP's guidelines listed under *ranges* on page 221.

When prefacing a range with a preposition (*from* or *between*), link the numbers with a written word (*to* or *and*) rather than with a hyphen. When displaying a range with a hyphen, use figures for all numbers, even if they are less than 10.

Examples: between four and 12 vetoes per term; candidates who earned 9-15 percent of the vote; from 50 to 60 cases a year

When writing dollar ranges that include the word *million*, write *million* beside both the upper and lower bounds to avoid confusion. With percent ranges, no such repetition is required.

Examples: \$14 million to \$36 million (not \$14 to \$36 million); between 14 and 36 percent

O

Obamacare, Affordable Care

Act: On the first use, refer to Obama's healthcare law as the Affordable Care Act (or the Patient Protection and Affordable Care Act) and mention that it is commonly called Obamacare. In subsequent references, use the word *Obamacare* or the abbreviation *ACA*. This can also be interspersed with terms like *the healthcare law* or *Obama's healthcare law*. Do not use quotes when referring to Obamacare.

Examples: President Obama signed the Patient Protection and Affordable Care Act, commonly known as Obamacare, into law on March 23, 2010; the ACA created a new type of nonprofit health insurance company; Under Obamacare, insurance companies cannot deny an individual coverage due to pre-existing conditions.

officeholder: Spell in accordance with the listing in this entry.

P

page components, order of:

Follow the hierarchy listed below when ordering page components. *Note: Not all pages will include all of these elements.*

- Recent news
- See also
- External links
- Footnotes

parentheses: Writers are welcome to use parentheses when doing so improves clarity and ease of reading.

Parentheses may also be used to communicate a person's party affiliation or to display an organization's abbreviated name.

Examples: Read King (R);
Federal Communications
Commission (FCC)

Parentheses should not be used to add supplemental information to quoted material; use brackets for this purpose instead.

see also: abbreviations, acronyms, and initialisms (page 1); party affiliation (page 25); brackets (page 4)

party affiliation: Political affiliations after a candidate's or

official's name should be written in parentheses, following the formats written below. If the party is anything other than Republican (R), Democratic (D), independent (I), Libertarian (L), or Green (G), write out the party's full name. In all cases, if the state or district is obvious in context, the party alone may be used. If both the state/district and party are obvious, no parenthetical affiliation is necessary.

CANDIDATES FOR ANY OFFICE

Format as: (party abbreviation)

Examples: Read King (R); Patty Merrick (D)

MEMBERS OF U.S. CONGRESS

Format as: (party abbreviation + hyphen + state abbreviation)

Examples: Sen. Marco Rubio (R-Fla.); Rep. Nancy Pelosi (D-Calif.)

Note: Remember to use the AP state abbreviation rather than the postal code abbreviation.

MEMBERS OF A STATE LEGISLATURE

Format as: (party abbreviation + hyphen + district number)

Examples: Louisiana State Sen. Troy Brown (D-2), Alabama State Rep. Phil Williams (R-6)

Note: With state legislators, the state is not given in the parenthetical

affiliation, so it must be made clear from the context of the article.

passive voice: The passive voice places emphasis on the *object* rather than on the *subject* of a sentence. In other words, it emphasizes the thing that is acted upon rather than the thing that is acting. The active voice is generally preferable because it is stronger than the passive voice. Furthermore, the passive voice can often leave out important details. For instance, “the lamp was broken” (passive) avoids placing blame on the actor, whereas “John broke the lamp” (active) adds an important detail to the story.

While the passive voice can be overused, it is acceptable—and often preferable—when the actor isn’t important or is already known.

Example: She was elected to the court in 2014.

Example: Each section of the report was given a separate scoring structure.

photo captions: Photo captions may be written as complete sentences or as short phrases/clauses. Capitalize the first word in all cases. If a complete sentence is used to caption a photo, use proper grammar and punctuation.

Do not end sentence fragments with a period.

Example: Feral swine in Michigan

Example: Parrot feather, an invasive aquatic species, has been found to threaten freshwater resources.

When identifying members of a photo, list them from left to right (starting at the top row if applicable), prefacing the names with “from left” and a colon.

Example: From left: Sens. Robert Thompson (R), Tim Johnson (D), John Peterson (R)

Example: Top row, from left: Sens. Robert Thompson (R), Tim Johnson (D), John Peterson (R); middle row: Rep. Jim Swenson (D), Sen. Peter Robertson (R) ...

policymaker, policymaking:

Spell in accordance with the listing in this entry.

political titles: In keeping with AP style (page 255), writers should “confine capitalization to formal titles used directly before an individual’s name.” If a title does not appear directly before a person’s name—either because it is set off with commas or because the name does not appear in

the sentence at all—spell it out fully and do not capitalize it.

Example: The bill was signed into law by Governor Gary Johnson.

Example: The bill was signed into law by the governor, Gary Johnson.

Example: The New Mexico governor signed the bill into law.

In general, avoid repetition of titles before names; repeat them only when necessary for clarity. In most circumstances, there is no need to reintroduce a person’s title with each new section of a page.

ABBREVIATIONS

Title	Singular	Plural
Governor	Gov.	Govs.
Lieutenant Governor	Lt. Gov.	Lt. Govs.
Senator	Sen.	Sens.
Representative	Rep.	Reps.
<i>Note: When appearing before a name, the four titles above can be abbreviated at the writer’s discretion. Do not abbreviate titles that would not be easily recognized by readers.</i>		

FORMATTING

Ballotpedia has no official preference on the formatting of titles. Writers should consider narrative quality and ease of reading when making decisions with respect to word order, abbreviations, and parentheses.

Examples: Texas Gov. Greg Abbott; Governor of Texas Greg Abbott; Gov. Greg Abbott (Texas)

Note: When deciding how to format names of state or federal legislators, take care to make it clear (either from the title or from other context) whether we are referring to a state official or a federal official [e.g., “Georgia Senator John Smith” could refer to either a state senator or a U.S. senator. If it is not clear from context, this title should be amended to say “Georgia State Senator John Smith” or “U.S. Senator John Smith (R-Ga.)”].

FORMER, CURRENT, AND OTHER QUALIFIERS

Additional qualifiers such as *former* and *current* should not be capitalized with the title, nor should hyphenated extensions like *then-* or *-elect*.

Examples: former Senator Fred Thompson; then-Lieutenant Governor Gray Davis; Judge-elect Jeff Brown

PLURAL TITLES

When a single title is held by more than one individual in a sentence, the names can be consolidated under one plural title. The same capitalization guidelines apply.

Example: She met Senators John Cornyn and Ted Cruz at the event.

Example: Two current senators, John Cornyn and Ted Cruz, attended the event.

see also: titles (AP page 255); legislative titles (AP page 147)

proper nouns with shared

words: When two or more proper nouns each end with a common word, the word does not need to be repeated unless failure to do so would cause confusion. The shared word—made plural in this construction—should not be capitalized.

Examples: Polk and Miami-Dade counties; the Manchester and Mettawee school districts; the 14th and 15th circuits; the Republican and Democratic parties

If the shared word comes at the beginning of the phrase, it may be appropriate to capitalize it. In these cases, the word can function as something of a title to the words that follow (**see also:** political titles).

Examples: Districts 1 and 3; Circuits 5 and 6; Reps. Amash and Gohmert

proved, proven: The words *proved* and *proven* are both forms of the verb *to prove*. The word *proved* is used for

the simple past. As a past participle, *proven* is Ballotpedia's preferred form.

Examples: she proved him wrong; he was proven wrong; it is a proven fact; there are proven gas reserves

Q

queer: The term *queer* has been appropriated by some LGBT people to describe themselves. However, the term is not universally accepted within the LGBT community, and it still retains some of its pejorative connotations. Therefore, it is best to avoid the term unless it is used to describe someone who self-identifies as queer or it is used in a direct quotation.

see also: gay (page 13); heterosexual, homosexual, straight (page 15); lesbian (page 19); LGBT/LGBTQ (page 20); same-sex marriage (page 31); sexuality and gender identity (page 31); transgender, transsexual (page 37)

question mark (?): Follow the guidelines for using question marks that are listed on pages 294–295 of the AP style guide.

Question marks should never be combined with a comma or a period (whether in text or in references).

Example: *The Washington Post*, “Political insiders answer: Will there be a brokered convention in 2016?” January 31, 2016.

quotations, alterations: Observe the following guidelines when deciding whether or how to alter the text of a quotation:

ADDING CLARIFICATION USING BRACKETS

You may add clarifications to quotes using square brackets, but the words in brackets should normally be added to the quoted text; under most circumstances, do not use brackets to replace words in the quoted text.

It is acceptable to replace a quoted word with a word in brackets in two situations: (1) You can change a verb to a different tense of the same verb if necessary to fit the quote into the sentence, and (2) You can change a pronoun if necessary to keep the quote referring to the correct person.

CHANGING THE CAPITALIZATION OF THE FIRST LETTER OF A QUOTE

Start a quote that is a complete sentence (even if it is only part of a

larger sentence in its original form) following a form of “to say” or a similar word with a capital letter.

Example: He said, “Pie is my favorite food.”

Start a quote that is a sentence fragment—that completes the rest of the sentence—with a lowercase letter (unless it begins with a proper noun).

Example: She said that she “prefers cake to pie.”

If you need to alter the capitalization of the original quote in order to fit with these guidelines, use square brackets around the letter that has been altered. However, it is generally preferable to alter the sentence structure to make the capitalization work as it exists in the quote.

STYLISTIC CHANGES

Do not alter quotations to bring them into conformity with BP or AP style. If the quote uses a hyphen where an em dash should be used, leave the hyphen. If the quote fails to italicize a newspaper title, leave it in plain text.

quotations, quotes within

quotes: Always use single quotation marks (‘ ’) around a quote that appears within another quote. Use double quotation marks (“ ”) around the outer quote. This rule also applies to quotes

that appear inside of the {{quote}} template. The large, blue quotation marks count as the double quotation marks, so any quotes that appear within the larger quote should be surrounded by single quotation marks.

quotations, splitting quotes:

Split quotes occur when a writer interrupts a quote with a phrase such as “he said” or “she continued.” Split quotes should generally be avoided, but they may be used in moderation, especially when the source you are quoting from has already split the quote. While the two parts of the split quote probably went together, we cannot be certain, so split quotes from other sources should not be combined.

Example: “I want to think seriously about it,” Clinton stated. “I probably won’t begin thinking about it until sometime next year.”

quotations, template use: As a general rule, use the {{quote}} template for quotes longer than two sentences. Writers may use their discretion on this, however, keeping in mind that the {{quote}} template may alter the alignment of surrounding text.

R

re-elect, re-election: Use a hyphen in *re-elect* and *re-election*.

Examples: She was re-elected. He lost his re-election bid.

red links: Red links are not visible to readers who are not signed in. Writers are encouraged to create red links for any text that may someday become its own Ballotpedia page.

To add a red link for a page that doesn’t exist yet—Planned Parenthood, for example—type square brackets around the name in the edit window: [[Planned Parenthood]].

All red links are tracked so that we can tell which red-linked pages would be most valuable for us to create.

runner-up, runners-up: Spell in accordance with the listing in this entry.

running mate: Spell in accordance with the listing in this entry.

runoff: Write *runoff* as one word without a hyphen.

Example: The top two vote recipients advanced to a runoff.

S

same-sex marriage: Ballotpedia prefers the term *same-sex marriage* to *gay marriage*. Use the traditional designation of *wife* or *husband* for those who are legally married. The term *spouse* may also be applied to either partner in any marriage, but do not use it simply to avoid applying the terms *husband* and *wife* to same-sex couples.

see also: gay (page 13); heterosexual, homosexual, straight (page 15); lesbian (page 19); LGBT/LGBTQ (page 20); queer (page 28); sexuality and gender identity (page 31); transgender, transsexual (page 37)

sexuality and gender identity:

Be sensitive to issues of bias when writing about the sexuality and gender identity of an individual or group. In general, do not make references to one's sexuality or gender identity unless that detail is pertinent to the story. Avoid references to “sexual preference” or an “alternative lifestyle.”

Be conscientious of the various designations for those whose sexuality and gender identification is an

important component of their self-identity; do not make assumptions.

see also: gay (page 13); heterosexual, homosexual, straight (page 15); lesbian (page 19); LGBT/LGBTQ (page 20); queer (page 28); same-sex marriage (page 31); transgender, transsexual (page 37)

[sic]: If you notice a typo in quoted text, use the `{{sic}}` template (which appears as *[sic]* when saved) directly after the error—not at the end of the sentence—to show that it is an error in the original source rather than one we introduced. In all cases, *[sic]* should be italicized and placed inside square brackets.

Use *[sic]* in inline quotes, but not in block quotes that use the `{{quote}}` template. Our quote template contains a disclaimer saying that any errors in the text are attributed to the original source; this note takes the place of *[sic]*.

Use *[sic]* only after obvious typos and errors, such as “hte” for “the,” rather than for grammatical errors or style issues.

Because both the `{{sic}}` template and the manual insertion of *[sic]* create

coding errors when placed in references, the HTML code `["sic"]` can be used when a word is misspelled in the text of a reference.

signature filing deadline: Do not hyphenate any words in the phrase *signature filing deadline*.

Example: The signature filing deadline is on June 1, 2016.

split infinitives: An infinitive is a verb form consisting of the word *to* plus the most basic form of a verb. For instance, *to run*, *to eat*, and *to work* are all infinitives. A split infinitive occurs when an adverb is placed between the word *to* and the verb, such as in “to quickly run” or “to diligently work.”

Split infinitives can normally be avoided by moving the adverb to a different location in the sentence. Some grammarians hold that split infinitives constitute a grammatical error, so it’s often best to avoid them. However, split infinitives are almost necessary in some cases, and they will not be considered errors on Ballotpedia.

Example: The group failed to explicitly request a special election.

Example: It allowed the assembly to essentially raise taxes based on inflation.

Example: It should be easy for a regular person to quickly locate the budget on the website.

spokesman, spokeswoman, spokesperson: Use *spokesman* or *spokeswoman* when the gender of the individual is known. Use the term *spokesperson* if the gender is unknown or if making a generic reference to the position. None of these terms function as official titles, so they should not be capitalized even if they directly precede a person’s name.

sprout template, usage: A sprout is a short article that may be no more than two or three sentences in length. A sprout page should be created when we want to create a quick placeholder article that is expected to grow in the future (though we may have no immediate plan to add to the article). Sprout pages should still include categories, and they may or may not also contain a See also section, an External links section, a Footnotes section and a basic infobox.

The sprout template should not be used merely to show that a page is missing standard components.

Example: A page containing only the following text would be considered a sprout: “Thomas R. J. Newbern was a judge for the 6B Judicial District of North Carolina. He retired at the end of his term in December of 2012.”

state: In general, follow the guidelines listed on AP page 243. However, capitalize the word *state* when it is used (1) between a state name and a governmental body or (2) between a state name and an official title used directly before an official’s name.

Examples:

- He won election to the state Senate.
- He won election to the Connecticut State Senate.
- The state representative is running for re-election.
- In North Carolina, state Representative James Dixon is running for re-election.
- North Carolina State Representative James Dixon is running for re-election.

state names, abbreviations for:

Do not abbreviate state names in the text of an article. In tables, charts, and graphs, state names may be abbreviated.

Use the Associated Press abbreviations for state names rather than the two-letter postal code abbreviations:

STATE	ABBR.
Alabama	Ala.
Alaska	Alaska
Arizona	Ariz.
Arkansas	Ark.
California	Calif.
Colorado	Colo.
Connecticut	Conn.
Delaware	Del.
Florida	Fla.
Georgia	Ga.
Hawaii	Hawaii
Idaho	Idaho
Illinois	Ill.
Indiana	Ind.
Iowa	Iowa
Kansas	Kan.
Kentucky	Ky.
Louisiana	La.
Maine	Maine
Maryland	Md.
Massachusetts	Mass.
Michigan	Mich.
Minnesota	Minn.
Mississippi	Miss.
Missouri	Mo.
Montana	Mont.
Nebraska	Neb.
Nevada	Nev.
New Hampshire	N.H.
New Jersey	N.J.
New Mexico	N.M.

New York	N.Y.
North Carolina	N.C.
North Dakota	N.D.
Ohio	Ohio
Oklahoma	Okla.
Oregon	Ore.
Pennsylvania	Pa.
Rhode Island	R.I.
South Carolina	S.C.
South Dakota	S.D.
Tennessee	Tenn.
Texas	Texas
Utah	Utah
Vermont	Vt.
Virginia	Va.
Washington	Wa.
West Virginia	W.Va.
Wisconsin	Wis.
Wyoming	Wyo.

Note: If you have difficulty remembering the AP abbreviations, use the `{{abbr}}` template. For instance, `{{abbr|mi}}` will show up as “Mich.” and `{{abbr|ok}}` will show up as “Okla.”

state nicknames: In general, use state nicknames sparingly and only when the context of the article is informal enough to support such usage. Be conscientious of readers’ relative familiarity with certain state nicknames as opposed to others. The

following is a list of some of the more commonly known state nicknames:

Ariz.	The Grand Canyon State
Ark.	The Natural State
Calif.	The Golden State
Fla.	The Sunshine State
Ga.	The Peach State
Hawaii	The Aloha State
Ind.	The Hoosier State
Ky.	The Bluegrass State
Mich.	The Great Lakes State
Miss.	The Magnolia State
Mo.	The Show Me State
N.H.	The Granite State
N.J.	The Garden State
N.Y.	The Empire State
N.C.	The Tar Heel State
Ohio	The Buckeye State
Okla.	The Sooner State
Pa.	The Keystone State
S.C.	The Palmetto State
Tenn.	The Volunteer State
Texas	The Lone Star State

State of the Union, State of the State, State of the City:

Capitalize *State of the Union*, *State of the State*, and *State of the City* when referring to the addresses given by a president, governor, or mayor, respectively. Do not capitalize the words *address* or *speech* when used with these terms.

Example: The president delivered the State of the Union address.

statehouse, state house: Always capitalize *statehouse* or *state house* when used in conjunction with a specific state (e.g., the Vermont Statehouse), but lowercase when it appears alone, as in “the statehouse.” Different states have different names for the buildings where their legislatures conduct business. Depending on the state, these buildings may be referred to as a state capitol, a state house, a statehouse, or even a legislative hall. The following chart details which designation each state uses to describe its capitol building.

Legislative Hall
Delaware
State Capitol
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Florida, Georgia, Hawaii, Idaho, Illinois, Iowa, Kansas, Kentucky, Louisiana, Michigan, Minnesota, Mississippi, Missouri, Nebraska, Nevada , New Mexico, New York, North Carolina, North Dakota, Oklahoma, Oregon, Pennsylvania, South Dakota, Tennessee, Texas, Utah , Virginia, Washington, West Virginia, Wisconsin, Wyoming

State House
Maine, Maryland, Massachusetts, New Hampshire, New Jersey, Rhode Island, South Carolina, Vermont
Statehouse
Indiana, Ohio

statewide: Spell in accordance with the listing in this entry.

Supreme Court of the United States:

Always capitalize the full proper name *Supreme Court of the United States*. Retain capitalization when shortened to *Supreme Court*, but do not capitalize when shortened further to *court*.

Examples: the Supreme Court of the United States; the Supreme Court; the court

supreme courts of the states:

Capitalize full proper names of state supreme courts, but lowercase *supreme court* when the state name is dropped. Do not capitalize when shortened to *court*, and do not capitalize when referring generically to supreme courts across the states.

Examples: the Wisconsin Supreme Court; the supreme court; the court; eight state supreme courts have ruled

Note that in New York, the courts known as *supreme courts* are trial courts rather than courts of last resort. This should be clarified if the fact is unclear from context. Conversely, not all courts of last resort are known as *supreme courts* (e.g., the Maryland Court of Appeals, the Oklahoma Court of Criminal Appeals).

see also: court names (page 9)

T

telephone numbers: Format telephone numbers as follows:
(XXX) XXX-XXXX

Do not preface area codes with a 1, even if the number is toll-free.

the, usage with proper nouns:

Some proper nouns (political organizations, universities, newspapers, school districts, etc.) are normally preceded by the word *the*, while others are not. If the word *the* is improperly included or omitted, our writing will sound unnatural to those familiar with that particular subject.

There are not always solid rules as to when *the* is needed and when it is not. The most general rule is that proper nouns containing a preposition (usually *of*) are almost always preceded by the word *the*. However, there are also many proper nouns that do not contain a preposition but that should still be preceded by *the*.

Often, the best way to determine whether or not to include *the* is to run a Google News search and see how a majority of other news sources format the name.

There are a few constructions that apply almost universally. Below are a few examples:

- the University of ____
- ____ University
- the ____ Times/Journal/Post
- the ____ School Board
- the ____ Board of Education
- the ____ Association
- the ____ Center
- the Center for ____
- the Department of ____
- the ____ Foundation

In all cases, the word *the* should be capitalized only if it is part of the noun's proper name. For most organizations, universities, and school districts, the word *the* should be left lowercase. Publications vary in their

preference to include or omit the word *the*, but a partial list of the most common newspaper titles can be found on pages 178-179 of the *Associated Press Stylebook*.

they, their: Do not use the words *they* or *their* as singular pronouns.

see also: he, she; his, her (page 14)

think tank: Do not hyphenate the term *think tank*.

Example: The Heritage Foundation is a conservative think tank.

tilde: Use a tilde in names that normally include them. Never use ~ or ≈ to indicate approximations; instead, use *about* or *approximately*.

Examples: Marisela Saldaña; La Nueva España

see also: accent marks (page 2)

today, tomorrow, tonight: Even in news articles that include datelines, write out the full date (e.g., January 31, 2016) instead of using a relative marker of time such as *today*, *tomorrow*, or *tonight* or a day of the week such as *Wednesday*.

toward: Use *toward*, not *towards*.

transgender, transsexual:

An adjective, transgender is an umbrella term for people whose gender identity and/or expression differs from what is typically associated with their sex at birth. Though some transgender people may take hormones prescribed by their doctors or undergo surgery to change their bodies, a transgender identity is not dependent upon medical procedures.

Those who have undertaken medical procedures to change their bodies to the gender with which they identify may prefer the term *transsexual*. It is not, however, synonymous with transgender, nor is it an umbrella term. Many transgender people do not identify as transsexual. Use only as an adjective as in “transsexual woman” or “transsexual man” (where *woman* or *man* refers to the sex with which the individual self-identifies).

see also: gay (page 13); heterosexual, homosexual, straight (page 15); lesbian (page 19); LGBT/LGBTQ (page 20); queer (page 28); same-sex marriage (page 31); sexuality and gender identity (page 31)

travel, traveled, traveling,

traveler: Spell in accordance with the listing in this entry.

V

vote-getters, vote recipients:

The term *vote-getters* should be written with a hyphen. In contrast, *vote recipients* should not be hyphenated. Both terms may be used interchangeably.

W

war on drugs, war on terror:

Writers are encouraged to avoid the phrases *war on drugs* and *war on terror* unless they are used in a quote. If the terms are used outside of a quote, writers should not capitalize them or place them in quotation marks.

Example: In his speech, Paul said that the war on drugs had failed.

References

FORMATTING BY SOURCE TYPE

ACADEMIC JOURNAL ARTICLES

Follow the format recommended by the *Chicago Manual of Style*.

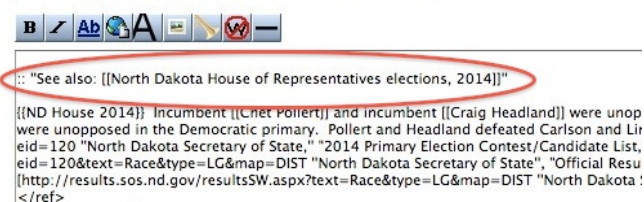
EDIT VIEW	<ref>Last name, First name. "Article title." "Journal Title" Volume, Issue no. (Year): page range.</ref>
READ VIEW	Last name, First name. "Article title." <i>Journal Title</i> Volume, Issue no. (Year): page range.
EXAMPLE	<ref>Christens, Brian, and Paul W. Speer. "Predicting Violent Crime Using Suburban Densities." "Behavior and Social Issues" 14, 2. (2005): 113-27.</ref>

Note: Include a URL if one is available.

BALLOTPEDIA ARTICLES

Avoid using the <ref></ref> tags to cite Ballotpedia pages. Instead, use double-bracketed internal links or a "See also"/"Main article" line at the top of the section. (Such notes should be italicized, and they should be indented by placing the code "::" before the text.)

Editing Template:ND HD29 2014



Template:ND HD29 2014

See also: North Dakota House of Representatives elections, 2014

Elections for the office of North Dakota House of Representatives took place. The election was held on November 4, 2014. The signature-filing deadline for candidates was September 16, 2014. Chet Pollert and incumbent Craig Headland were unopposed in the Republican primary. In the Democratic primary, Pollert and Headland defeated Carl

BOOKS

EDIT VIEW	<ref>Last name, First initial. (YEAR). "Title". Location: Printing Press. (pages #-#)</ref>
READ VIEW	Last name, First initial. (YEAR). <i>Title</i> . Location: Printing Press. (pages #-#)
EXAMPLE	<ref>Cohen, R., et al. (2015). "The Almanac of American Politics 2016". Bethesda, MD: Columbia Books Inc. (pages 78-85)</ref>

- Include a URL if one is available.
- If there are two authors, put both names in the same format, separated by an ampersand (&).
- If there are three or more authors, use a comma and the term *et al.* (no italics) after the first name.

CAMPAIGN WEBSITES

EDIT VIEW	<ref>[URL "NAME YEAR campaign website", "Page name," accessed DATE]</ref>
READ VIEW	NAME YEAR campaign website, "Page name," accessed DATE
EXAMPLE	<ref> http://www.coleforcolorado.com/about-tj/ "TJ Cole 2016 campaign website", "About TJ," accessed March 9, 2016]</ref>

- Examples of common page names include "Meet NAME," "The Issues" and "Endorsements."
- Since campaign websites often expire the year after an election, writers may wish to archive these URLs. See **References: Archived links** (page 43) for more information.

COURT CASES

EDIT VIEW	<ref>Court, "Case name", Date decision is handed down</ref>
READ VIEW	Court, <i>Case name</i> , Date decision is handed down
EXAMPLE	<ref>Supreme Court of Kansas, "United States v. Nixon", July 24, 1974</ref>

Note: The court name should be the same as the Ballotpedia page name for that court. Include a URL if one is available.

ORIGINAL INTERVIEWS AND CORRESPONDENCE

EDIT VIEW	<ref>"Ballotpedia staff OR [[Ballotpedia:Name Name]]", "Method of correspondence with Interview Subject," DATE</ref>
READ VIEW	<i>Ballotpedia staff or Name</i> , "Method of correspondence with Interview Subject," DATE
EXAMPLE	<ref>"[[Ballotpedia:Abbey Smith Abbey Smith]]", "Email communication with Jean McHatton," October 20, 2015</ref>

SOCIAL MEDIA

EDIT VIEW	<ref>[URL "Name of Social Media Platform", "Page name," accessed MONTH DAY, YEAR]</ref>
READ VIEW	<i>Name of Social Media Platform</i> , "Page name," accessed MONTH DAY, YEAR

Facebook, Twitter, Instagram, and LinkedIn

When referencing general user pages, use the person's official social media name (if available) rather than the "@" handle.

Examples:

Twitter, "Elizabeth Warren," accessed February 26, 2016

Facebook, "Elizabeth Warren," accessed February 26, 2016

LinkedIn, "Elizabeth Warren," accessed February 26, 2016



When referencing content from a specific social media post, link to that specific post rather than to the general user account (e.g., rather than linking to the "Donald J. Trump" page on Facebook, link to the post in question). On Facebook and Twitter, this unique URL can be found by clicking the timestamp of the post. Format those references as follows:

Example: *Twitter*, "Elizabeth Warren on January 6, 2016," accessed February 26, 2016

Example: *Facebook*, "Elizabeth Warren on January 6, 2016," accessed February 26, 2016



WEBSITES

EDIT VIEW	<ref>[URL "Name of Website", "Article or page name," accessed MONTH DAY, YEAR]</ref>
READ VIEW	<i>Name of Website</i> , "Article or page name," accessed MONTH DAY, YEAR
EXAMPLE	<ref>[http://www.governing.com/topics/politics/tns-new-mexico-dianna-duran.html "Governing", "New Mexico secretary of state pleads not guilty," September 17, 2015]</ref>

- If the publication date is known, a publication date may be given instead of an accessed date. If a publication date is given, simply omit the word *accessed*.
- When linking to any website's main page, writers may leave out the "Article or page name" part of the reference.

YouTube

When referencing YouTube videos, use *YouTube* as the source and the video title as the page name. Date the reference using the upload date.

Example: *YouTube*, "Remarks by Senator Warren on Citigroup and its bailout provision," February 26, 2016

FORMATTING GUIDELINES

ARCHIVED LINKS

In order to prevent our links from going out of date, writers may choose to archive the current version of a page and provide the URL of the archive rather than that of the original site. Most often, this is done through the Wayback Machine (<https://archive.org/web/>). In these cases, the citation should be formatted the same as if you were citing the original source, but rather than giving the publication or accessed dates, you should include the "archived" date.

Example: <ref>[URL "San Francisco Elections Office website", "Proposition J Simplification Digest," archived September 9, 2014]</ref>

ARTICLE TITLES ENDING IN PUNCTUATION MARKS

If an article title ends in a question mark, exclamation point, or period, do not place an additional comma after the final punctuation mark. If an article title ends in a quotation mark, change the inner quotation marks to single quotation marks (' ') and place the comma inside both sets of quotation marks.

CASE OF ARTICLE TITLES

Article titles may be copied and pasted directly into references in their original format, so some article titles may be written in title case (where all words other than articles, conjunctions, and prepositions are capitalized), while other titles will be written in sentence case (where only the first word and proper nouns are capitalized). Ballotpedia's preference is that articles written in all caps be changed to sentence case. This can be done manually or by using a browser extension such as Convert Case for Google Chrome.

INCLUDING SEARCH RESULTS IN A REFERENCE

On some websites, running a search for a particular term will not yield a new URL. In these cases, the URL will simply take readers to the main search page rather than to the page containing the cited information. Since we cannot provide a direct link to the desired page, writers are encouraged to instead include a search term at the end of the reference. These search terms should be placed in parentheses and italicized.

Example:

EDIT VIEW	<ref>[http://thomas.loc.gov/home/nomis.html "The Library of Congress", "Search Presidential Nominations," accessed October 29, 2015] "(Search term PN1786-103)"</ref>
READ VIEW	The Library of Congress, "Search Presidential Nominations," accessed October 29, 2015 (<i>Search term PN1786-103</i>)

PLACEMENT OF REFERENCES IN TEXT

Place each reference immediately after the ending punctuation mark of the sentence it follows (i.e., no extra space).

Examples: The chief judge of a circuit court is selected by peer vote and serves a three-year term.^[1]

When citing multiple sources in a row, arrange them roughly in the order in which the cited information appears; do not spend extra time arranging references in numerical order within the text.

INDEX

A

a, an **see AP**, 1
a.m., p.m. **see times, AP**, 254
abbreviations, acronyms, and
 initialisms 1
abortion **see AP**, 2
academic degrees 1
academic departments **see AP**, 3
academic titles **see AP**, 3
accent marks 2
addresses **see AP**, 4
administration **see AP**, 5
advisor, adviser 2
African American 2
ages **see AP**, 7
alumnus, alumni, alumna,
 alumnae **see AP**, 12
amendments to the Constitution **see AP**, 13
amid 2
apostrophe **see AP**, 287
article, section, and clause numbers 2
Asian, Asian American 3
assemblyman, assemblywoman . **see AP**, 21
assistant/associate **see AP**, 21
at large, at-large 3
attorney general **see AP**, 22

B

Ballotpedia 3

bills and resolutions 3
birthdays, placement of 3
board of directors, board of
 trustees **see AP**, 30
board member 4
bolding 4
brackets 4
brand names **see AP**, 33
bulleted lists 4
by district, by-district 5

C

Cabinet **see AP**, 37
cancel, canceled, canceling,
 cancellation 5
capitalization 5
 districts 5
 governing bodies 5
 shared nouns 6
 titles 6
capitalization, page titles, and headings .. 6
capitalization, titles/offices in
 introductory sentences 6
capitol 7
century **see AP**, 44
chairman, chairwoman, chair 7
chronological elements, order of 7
city **see AP**, 47
city council 7
coast **see AP**, 49
collective nouns **see AP**, 50
colon **see AP**, 289
climate change **see global warming**, 13

comma 7
 committee **see AP**, 52
 company names **see AP**, 53
 compared to, compared with **see AP**, 57
 compound adjectives **see AP**, 58
 comprised of, composed of 7
 Congress **see AP**, 59
 congressional **see AP**, 59
 congressional districts **see AP**, 59
 congressman, congresswoman 8
 conservative **see AP**, 60
 constitution **see AP**, 60
 contractions **see AP**, 61
 contrasted to, contrasted with .. **see AP**, 61
 convention **see AP**, 62
 coordinating conjunction, beginning
 a sentence with 8
 council, counsel **see AP**, 63
 councilman, councilwoman,
 council member 8
 court decisions **see AP**, 64
 court names 9
 courtesy titles **see AP**, 64
 credentials 9
 Customs **see AP**, 67

D

dangling modifiers **see AP**, 68
 dangling prepositions 9
 dash (—) 10
 data **see AP**, 68
 dates, basic format 10
 dates, formatting date ranges 10

death, die **see AP**, 72
 decades **see AP**, 72
 decimals, rounding 10
 Democrat/Democratic **see AP**, 73
 department **see AP**, 73
 different **see AP**, 75
 dimensions **see AP**, 76
 directions and regions **see AP**, 76
 disabled, handicapped 11
 disclaimers and explanatory notes 11
 district **see AP**, 78
 District of Columbia 11
 dollars **see AP**, 79

E

e.g. **see AP**, 86
 each other, one another **see AP**, 82
 either...or, neither...nor **see AP**, 86
 -elect **see AP**, 87
 Election Day, election night 11
 election returns **see AP**, 87
 ellipsis **see AP**, 291
 em dash (—) 12
 email **see AP**, 87
 equal, equaled, equaling **see AP**, 89
 essential clauses, nonessential
 clauses **see AP**, 89
 ex officio 12
 exclamation point (!) 12
 executive branch **see AP**, 92
 external links, format of 12
 external links, in text 12

F

federal **see AP**, 96
 fewer, less..... **see AP**, 98
 first lady **see AP**, 99
 foreign names**see AP**, 102
 foreign words..... 13
 former**see AP**, 103
 fractions**see AP**, 103
 front-runner 13
 fundraising, fundraiser**see AP**, 105

G

gay 13
 general assembly**see AP**, 107
 global warming, climate change 13
 good, well**see AP**, 110
 GOP, Grand Old Party.....**see AP**, 110
 government.....**see AP**, 110
 governmental bodies.....**see AP**, 110
 governor**see AP**, 111
 grassroots 14
 groundwater..... 14
 gubernatorial..... 14

H

Hawaii 14
 headers..... 14
 healthcare 14
 he, she; his, her 14
 heterosexual, homosexual, straight 15
 Hispanic, Latino/Latina 15

homicide, murder,
 manslaughter..... **see AP**, 122
 House of Representatives **see AP**, 123
 however..... 15
 husband, wife **see AP**, 124
 hyphen 15

I

i.e. **see AP**, 125
 illegal immigration **see AP**, 125
 include **see AP**, 127
 infobox 16
 infobox, formatting of..... 16
 internal links 16
 when to use 16
 use of redirects 16
 with titles, possessives 17
 Internet **see AP**, 130
 italics 17
 companies, organizations,
 and lawfirms 17
 court cases 17
 for emphasis..... 17
 foreign words 18
 misc. rules 18
 titles..... 18
 words as words..... 19

J

Joint Chiefs of Staff..... **see AP**, 137
 judge **see AP**, 137
 junior, senior, III **see AP**, 138

L

languages..... **see AP**, 144
late **see AP**, 144
Latino, Latina..... 19
laws **see AP**, 145
leftist, left-wing **see AP**, 146
legislative bodies..... **see AP**, 146
legislatively referred 19
legislature 19
lesbian 19
LGBT, LGBTQ 20
liberal **see AP**, 148, 204
lieutenant governor..... **see AP**, 148
literary present tense 20

M

main article, see also 20
majority leader..... **see AP**, 154
majority, plurality **see AP**, 154
media 20
mental illness..... 21
middle class, middle-class..... 21
middle initials 21
military titles **see AP**, 164
minority leader **see AP**, 167
months 21
more than, over **see AP**, 168, 194
Muhammad **see AP**, 170
myriad 21

N

names (of individuals)..... 22

naming conventions, profile pages..... 22
nationalities, races **see AP**, 175
nationwide 23
Native American, American Indian,
 Indian **see AP**, 176, 128
nicknames, of individuals 23
none 23
nonpartisan 24
nonprofit 24
numerals/numbers..... **see AP**, 184
numeric ranges..... 24

O

Obamacare, Affordable Care Act..... 24
obscenities, profanities,
 vulgarity..... **see AP**, 189
occupational titles..... **see AP**, 189, 255
office **see AP**, 190
officeholder..... 24
ordinal numbers..... **see AP**, 187
organizations and institutions . **see AP**, 193

P

PAC, super PAC..... **see AP**, 196
page components, order of 25
parentheses..... 25
party affiliation 25
 candidates for any office 25
 members of U.S. Congress..... 25
 members of a state legislature ... 25
passive voice..... 26
people, persons **see AP**, 199

percent..... **see AP**, 199
period **see AP**, 294
photo captions 26
plead, pleaded, pleading..... **see AP**, 202
plurals **see AP**, 202
policymaker, policymaking..... 26
political divisions **see AP**, 204
political parties and
 philosophies **see AP**, 204
political titles 26
 abbreviations..... 27
 formatting 27
 former, current, and other
 qualifiers..... 27
 plural titles 27
politics **see AP**, 205
possessives..... **see AP**, 207
prefixes **see AP**, 210
presidency **see AP**, 211
president..... **see AP**, 211
presidential..... **see AP**, 211
press secretary..... **see AP**, 211
primary, primary day **see AP**, 212
principal, principle **see AP**, 212
professor **see AP**, 214
proper nouns with shared words 28
proved, proven..... 28

Q

queer 28
question mark (?) 28
quotation marks **see AP**, 295
quotations, alterations 29

adding clarification
 using brackets 29
changing the capitalization of
 the first letter of a quote 29
in the news **see AP**, 219
stylistic changes 29
quotations, quotes within quotes 29
quotations, splitting quotes 30
quotations, template use
Quran **see AP**, 219

R

radical **see AP**, 220
ratios **see AP**, 221
re-elect, re-election 30
red links..... 30
references 39

Formatting by Source Type:

academic journal articles 39
Ballotpedia articles 39
books 40
campaign websites 40
court cases 41
social media 41
 Facebook, Twitter, Instagram,
 LinkedIn 42
websites 43
 YouTube 43

Formatting Guidelines:

archived links 43
article titles ending
 in punctuation marks..... 43
case of article titles 44

- including search results
 - in a reference 44
- placement of references
 - in a text 45
- reign, rein **see AP**, 223
- representative **see AP**, 225
- Republican **see AP**, 225
- rightist, right-wing **see AP**, 226
- runner-up, runners-up 30
- running mate 30
- runoff 30

S

- same-sex marriage 31
- school **see AP**, 231
- seasons **see AP**, 232
- secretary of state **see AP**, 233
- see also **see main article, see also** 20
- semicolon **see AP**, 296
- Senate **see AP**, 234
- senator **see AP**, 234
- senatorial **see AP**, 234
- sexuality and gender identity 31
- [*sic*] 31
- signature filing deadline 32
- slang **see AP**, 237
- slash **see AP**, 237
- Social Security **see AP**, 238
- split infinitives 32
- spokesman, spokeswoman,
 - spokesperson 32
- spout template, usage 32
- state 33

- state names, abbreviations for 33
- state nicknames 34
- State of the Union, State of the State,
 - State of the City 34
- statehouse, state house 35
- statewide 35
- subcommittee **see AP**, 246
- subjunctive mood **see AP**, 246
- suffixes **see AP**, 246
- superintendent **see AP**, 247
- Supreme Court of the United States 35
- supreme courts of the states 35

T

- tea party **see AP**, 250
- telephone numbers 36
- temperatures **see AP**, 251
- that (conjunction) **see AP**, 252
- that, which (pronouns) **see AP**, 252
- the, usage with proper nouns 36
- they, their 37
- think tank 37
- tilde 37
- times **see AP**, 254
- titles **see AP**, 255, *political titles*, 26
- today, tomorrow, tonight 37
- total, totaled, totaling **see AP**, 259
- toward 37
- transgender, transsexual 37
- travel, traveled, traveling,
 - traveler 37

U

United Nations, U.N. **see AP, 264**
United States, U.S., USA **see AP, 265**
U.S. Chamber of Commerce **see AP, 266**

V

vice **see AP, 269**
vice president **see AP, 269**
vote-getters, vote recipients 38
vote tabulations **see AP, 270**

W

war on drugs, war on terror 38
whip **see AP, 281**
who, whom **see AP, 281**
write-in **see AP, 283**

Y

years **see AP, 284**